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ABSTRACT

An evaluation study assessed the part-time vocational training courses offered to adults by the Oklahoma State Department of Vocational and Technical Education for training or retraining purposes in order to prepare people for a new occupation. The three objectives were to determine if the present system of gathering followup data is adequate considering cost for methods, to determine from the graduates their evaluation of the program's curriculum, facilities and equipment, instruction, and placement assistance, and to determine from employers their evaluation of the adult students' quality and quantity of work, and the students' skills and abilities in the occupation. The population consisted of all completers enrolled as preparatory students (those training or retraining for a job) in part-time adult classes during fiscal year 1975 (5,673 adults). The survey, based on a stratified random sampling technique, produced 660 questionnaire responses from completers of seven different vocational programs in 45 separate school sites. The employer survey, limited to employers of those completers that were working in the field for which trained, produced 125 questionnaire responses. The dominant conclusion was that most of the students and their employers are very satisfied with part-time adult preparatory training in Oklahoma. Significant results are summarized in six separate sections of the report: Part-time Adult Completers, Employed Part-time Adult Completers, Comparison of Employed Completers Related and Unrelated, Employer Survey, Health Occupations Completers, and Nurse Assistants. Recommendations are included. (WL)

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PART-TIME ADULT AND EMPLOYER EVALUATION

By
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State Department of Vocational and Technical Education
Division of Research, Planning and Evaluation
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OE 010 462

TABLE OF CONTENTS

		Page
Introduction		1
Purpose		1
Procedure		2
Population		2
Base Sample		2
Table I		3
Collection of Data		3
Employer Survey		3
Method of Data Analysis		4
Summary of Findings		4
Part-Time Adult Completers		4
Employed Part-Time Adult Completers		5
Comparison of Employed Completers Related and Unrelated		7
Employer Survey		8
Health Occupations Completers		9
Nurse Assistants		10
Conclusion		10
Recommendations		12
Appendix IA	Completer Cover Letter	13
Appendix IB	Completer Questionnaire	14
Appendix IIA	Employer Cover Letter	16
Appendix IIB	Employer Questionnaire	17
Appendix III	Complete Survey Results	18
Appendix IV	Health Occupations Results	25
Appendix V	Nurse Assistants Results	32

INTRODUCTION

The Oklahoma State Department of Vocational and Technical Education strives to improve its various training programs. The Department conducted a survey in 1973 to measure the effectiveness of secondary vocational training in Oklahoma. That survey dealt with some questions that are central to effective vocational education: Are graduates satisfied with their vocational training? Are graduates prepared for employment? Do employers that hire vocational graduates believe that those graduates are properly trained?

Those questions are also important for the improvement of part-time adult programs. The Oklahoma State Department of Vocational and Technical Education provides training for adults in many vocational areas. The adults that take advantage of these opportunities do so for various reasons, usually either to learn or improve either a vocational or an avocational skill. Those adults seeking vocational training are classified as preparatory students if they have enrolled in the course for training or retraining purposes in order to prepare for a new occupation. This study is intended to be limited to adult preparatory students.

PURPOSE

The purpose of the Part-Time Adult and Employer Evaluation Study is to assess the vocational training courses offered to adults by the Oklahoma State Department of Vocational and Technical Education.

The three objectives of the study are:

1. To determine if the present system of gathering follow-up data is adequate considering cost for methods.

2. To determine from the graduates their evaluation of the program's curriculum, facilities and equipment, instruction, and placement assistance.

3. To determine, from the employers, their evaluation of the adult students' quality and quantity of work, and the students' skills and abilities in the occupation.

PROCEDURE

Population

The population consisted of all completers enrolled as preparatory students in part-time adult classes during Fiscal Year 1975. There were 5,673 adults included in the population. Table I shows the distribution of adult completers among the vocational divisions.

Base Sample

The sample size was derived by using proportional allocation among the divisions to obtain ninety percent confidence within plus or minus five percent. The proportional allocation resulted in the sample size as shown in Table I.

Expecting a response of approximately forty percent, the sample size was inflated within each division to compensate for nonrespondents. The inflated figure accounts for the greater than sample response in Health Occupations shown in Table I. A stratified random sampling technique was used to collect the names of completers from Student Accounting System records.

TABLE I
PART-TIME ADULT PREPARATORY POPULATION, SAMPLE, AND RESPONSES

Division	Number of Completers	Sample Size	Responses
Vocational Agriculture	62	52	23
Distributive Education	1269	225	107
Health Occupations	412	165	180
Home Economics	301	144	38
Business and Office	1133	220	149
Technical Education	5	5	1
Trade and Industrial	2464	245	162
	5673	1056	660

Collection of Data

The sample included completers from forty-nine separate school sites. Each site was contacted and requested to supply the current mailing address of their completers. As these lists were returned, the completers were sent a cover letter and questionnaire (Appendix I). The first mailing was followed at three week intervals by second and third reminders. It took about six weeks for the return of completers' addresses from the school sites, so the data collection process was spread over about fifteen weeks.

Employer Survey

The employer survey was limited to employers of those completers that were working in the field for which trained. Names and addresses of employers were obtained from the completers' questionnaires. Self-employed completers were excluded from this portion of the survey. There were 184 employers contacted, 125 of whom responded. The employers were sent a cover letter and brief questionnaire (Appendix II). Employer survey collection was completed in three weeks with no follow-up.

Method of Data Analysis

The Statistical Analysis System (SAS) was used to process the data. Chi-square tests were performed to determine the significance of findings by the variables related, part or full-time, division, and program. The data for each completer was matched with the teacher's report to the Student Accounting System to test the reliability of teacher input.

Response levels were great enough in only one division and program to report significant results. No other divisions had enough returns although the summation of all divisions yielded significant results at the .05 confidence level.

Results of this study were compared to the results of the 1973 study of secondary completers, Student and Employer Evaluation, to determine if differences existed between the two groups. Those findings will be reported in the summary.

SUMMARY OF FINDINGS

Significant results will be summarized in six separate parts. Complete results of the survey appear in Appendix III. No significant difference existed between the responses of completers that are employed part-time to those employed full-time. A comparison among divisions and programs failed to show significance due to lack of adequate response.

Part-Time Adult Completers

All students in the survey were requested to respond to these groups of questions. The responses show that approximately seventy percent were employed, ten percent were seeking work, and the other twenty percent not in the labor force. Those not seeking work were asked to indicate the reason.

These reasons included continuing education, illness, not interested in employment, retired, pregnant, or small children to care for.

The respondents had a very high response rate to four of the questions concerning instruction. The instructors were rated either good or excellent by ninety-three percent of the respondents for questions concerning teaching quality, instructors' knowledge about the subject, the extent to which the instructor was up to date in the field and interest shown by the instructor in work progress during the vocational program.

The fifth question concerning instruction varied widely from the other four, both in response level and results. Only 550 of the 660 persons in the survey responded when asked to rate the interest shown by the instructor in their work progress after graduation. This compares to an average of 648 responses to each of the other four questions concerning instruction. Approximately seventy-two percent rated the interest shown as excellent or good while the remaining twenty-eight percent rated the interest shown as poor.

The respondents were asked to tell how they learned about the vocational-technical program in which they enrolled. Approximately thirty-four percent indicated newspaper, TV or radio as the leading information source. Another twenty-seven percent were told about the program by friends while ten percent indicated relatives as a source of information. About twenty-nine percent indicated other sources including the State Employment Service, prospective or present employers, public schools, or direct inquiry to the school.

Employed Part-Time Adult Completers

There were 460 part-time adult completers that indicated they were employed. All of the employed completers were asked to answer three in-

formation questions and three evaluation questions. Those completers that had the same job as before training were asked three questions to determine the effect of the training, while those with new jobs were asked three evaluation questions.

About eighty percent of the employed completers were working full-time. Fifty-three percent were working in a job related to their vocational training. Only thirty-eight percent had taken any on-the-job or employer sponsored training. More than seventy percent of the employed completers rated the skill training as either very good or excellent, while only about four percent rated the skill training inadequate.

An average of 254 respondents indicated they were still in the same job as before training. Fifty-eight percent said that the training program increased their ability to perform job duties. Seventy-seven percent said that the training program did not lead to an increase in earnings. Seventy-one percent said the training program did not lead to an increase in responsibilities assigned by the employer.

The three questions directed to persons who became employed after completion of the training program were designed to evaluate the placement and counseling service provided by the instructor. The newly employed completers were given five choices to indicate who was the greatest help in placement. Thirty percent responded that the instructor or vocational-technical personnel was the greatest help in securing the first job. Twelve percent indicated relatives, nine percent used the Oklahoma State Employment Service, while three percent went to private employment agencies. Almost forty-five percent indicated some other means of securing the first job.

The second question in this group asked specifically the rating

given the instructor for the service of job placement. Thirty-two percent rated the service as excellent which matches the thirty percent who responded that the teacher was the greatest help. Forty-one percent rated the placement service as good, while twenty-seven percent rated the service as poor.

Almost thirty-eight percent rated the help in making career choices as excellent. Forty-one percent rated career help as good, while twenty-one percent rated it as poor.

Comparison of Employed Completers Related and Unrelated

Responses of employed completers working in jobs related to the vocational training were compared to responses of employed completers working in jobs not related to the vocational training. A chi-square test showed that there was significant difference (at .05 significance level) for eight questions.

Those completers working in jobs related to the vocational training rated the teachers as excellent more frequently in responding to four evaluation questions. Although most of the survey respondents would choose the same training program again, those working in related jobs were more willing to choose the program again.

The three questions concerning placement and career counseling asked of newly employed completers (see above Employed Part-time Adult Completers) revealed a significant difference between related and unrelated employees. The difference can be illustrated by observing that fifty-three related workers indicated the teachers as the greatest help while only five unrelated workers indicated the teachers. Similar differences existed for the questions on placement service by instructor and help in making career choices. Appendix III contains a report of complete results.

Employer Survey

One hundred and twenty-five of the 184 employers contacted responded to the survey. The employees had been employed on their present job an average of almost nineteen months. Complete results are shown in Appendix III.

The employers were asked two questions about the quality of the completers work. About forty-five percent rated the quality of work as above average while forty-nine percent rated the quality as average. Almost forty-one percent rated the quantity of work as above average with another fifty percent rating quantity as average.

There were seven questions concerning certain work characteristics or attitudes possessed by the completers. Over sixty percent of the employers rated the completers as above average in willingness to learn and improve and cooperation with management. Cooperation with co-workers and work attendance were rated as above average by fifty-six percent and about fifty-eight percent respectively. However, work attendance was one of the three characteristics in which more than ten percent of the completers were rated below average. The other two were willingness to accept responsibility, with almost fifty percent rated above average, thirty-nine percent average and eleven percent below average; and ability to work without supervision where forty-three percent were rated above average, forty-two percent average, and fifteen percent below average. Fifty-one percent of the completers were rated as above average in compliance with company policies, rules, and practices.

The employers were given five ratings for the overall suitability of the employee. About thirty-nine percent rated overall suitability as excellent, twenty-eight percent rated good. Twenty-four percent were rated average, three percent were below average and almost six percent unsatisfactory.

The employers were asked if they were satisfied with the employee's vocational training. More than ninety percent were satisfied with the training. Those that were not indicated a failure of the employee to meet expectations in work attitude as the major contributing factor to their dissatisfaction.

Health Occupations Completers

Health Occupations was the only one of the six divisions which had a sufficient return for statistically significant results. There were 180 part-time adult completers in the following eight programs: Medical Office Assistant, Nurse Assistant, Advanced Nurse Assistant, Ward Clerk, Medical Terminology, Medical Emergency Assistant, Nurses Upgrade, Chiropractic Assistant. Complete results are shown in Appendix IV.

One hundred and thirty-one of the Health Occupations completers were employed, seventy-two percent working full-time. An identical seventy-two percent were employed in a job related to the vocational training. This number is significantly greater than the fifty-three percent for the total sample of completers. Forty-three percent of those employed had received some on-the-job training.

The other significant finding is that the Health Occupations instructors provide a much better job placement service than the record of all divisions combined. Forty-seven percent of Health Occupations completers selected the instructor as most helpful in securing the first job compared to thirty percent done by the sample population.

Fifty-six employers of the Health Occupations completers responded to the employee survey. They had been employed an average of ten months. Although Health Occupations completers were rated somewhat lower than the total sample, there was not a statistically significant difference at the .05 level.

Nurse Assistants

Response by 134 completers of the Nurse Assistant program was large enough to provide significant finding for this program. Seventy-six percent of the 134 were employed while twenty-one percent were unemployed but seeking work. Seventeen percent of the remainder were continuing education; this represents almost all of the eighteen percent continuing from the Health Occupations Division.

There were no significant differences when compared to the Health Occupations Division or the entire sample either the questionnaire or the 45 employers surveyed. Complete results are shown in Appendix V.

CONCLUSION

The dominant conclusion that must be drawn from this survey is that most of the students and their employers are very satisfied with part-time adult preparatory training in Oklahoma. There were several completers who took the time to include special comments about their program or vocational training in general. These comments were about equally divided as either complimentary or derogatory. In either case, the comments were acknowledged and referred to Oklahoma State Department of Vocational and Technical Education personnel for information purposes.

Comparison to the 1973 secondary study, Student and Employer Evaluation, shows that the adults had a stronger tendency to rate the instructors and programs as good rather than excellent or poor. There is only one question which shows statistical significance that diverges from this pattern. Adults rated the instructors significantly lower than did secondary students when asked about interest shown by the instructor in work progress after graduation. Fifty-five percent of the secondary students included in the

1973 study rated the instructors' interest as excellent while thirty-three percent rated interest as good. Only thirty-nine percent of the adults rated interest as excellent, while thirty-six percent rated interest as good. Twenty-five percent of the adults rated interest as poor compared to only twelve percent poor by the secondary completers. Vocational teachers should be made aware that there is room for improvement in contacts with adults that have completed part-time programs.

Examination of the employer survey and comparison with the 1973 survey does not reveal any significant differences. The conclusion of the authors is that vocational training is providing adequate training although some more attention may be needed in development of work attitudes.

RECOMMENDATIONS

The survey indicates that the teachers are doing an accurate job of reporting completer status information. Based on these findings, it is recommended that the teacher follow-up be continued rather than changing to a more costly and time-consuming system of student follow-up.

The only area of concern is correctly identifying students as prepatory or supplementary at time of enrollment. There were several examples of persons that had long tenure in well established positions included in the survey. It should be clear that these persons were enrolled in the programs for supplementary rather than preparatory purposes. It is recommended that more precise guidelines be developed for use by the instructor in determining the classification of adult preparatory and adult supplementary students.

The survey indicates that part-time adult instructors are showing interest in completers beyond the training program. Job placement and career counseling are very important aspects of effective vocational education. It is recommended that part-time adult teachers be made aware of this responsibility and be provided assistance in improving placement skills.

OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION
FRANCIS TUTTLE, DIRECTOR • 1515 WEST SIXTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

October 7, 1975

Hello,

Our records show that you completed a part-time vocational-technical program between July 1, 1974 and June 30, 1975. The Oklahoma State Department of Vocational and Technical Education constantly seeks to improve the quality of instructional services. You have been selected to take part in a survey which will aid in program evaluation and improvement. All information you provide will remain strictly confidential. Please reply to the questionnaire, and promptly return it in the enclosed stamped envelope.

Your cooperation is appreciated.

Sincerely,

Bill Stevenson
Assistant State Director
Head, Division of Research, Planning, and Evaluation

Enclosure

BS/XN-02/19

ALL RESPONSES WHICH YOU GIVE WILL BE KEPT STRICTLY CONFIDENTIAL APPENDIX IB

GENERAL DIRECTIONS: Please complete ALL sections that apply. When you have completed the form, return it in the enclosed return-addressed, stamped envelope. Your frank response is very important in order that vocational-technical programs may continue to improve.

I. PERSONAL INFORMATION

A. Name _____ B. Soc. Sec. No. (18) ☐☐☐ ☐☐ (26) ☐☐☐☐
(Last) (First) (Middle)
(3-17) (2) (1)

C. Present Address _____
(Street or Rural Route)

_____
(City) (State) (Zip Code)

II. EMPLOYMENT INFORMATION - Present status

Are you presently employed, unemployed or unavailable for employment? (Please check only one.)

☐ 1 Employed

☐ 2 Unemployed (Actively looking for a job but cannot find one.)

☐ 3 Unavailable for employment (Unable to accept a job for one of the following reasons. Please check appropriate reason.)

☐ 1 Continuing Education ☐ 3 Not interested in employment

☐ 2 Illness ☐ 4 Other _____ (specify)

III. JOB INFORMATION

DIRECTIONS: 1. If you were employed at any time since completing the training program, complete the following section of the questionnaire. (INCLUDE ARMED FORCES.)

2. If you have not been employed at any time since completing the training program, skip to: VI

Present Job (Job in which you are presently employed.)

Firm name _____ (1-40)

Firm address _____ (41-65)

City _____ (66-75)

State _____ Zip Code ☐☐☐☐☐ (1) (2) (3) (7)

Job Title _____ (8-22)

Job Duties _____

_____

_____

Immediate Supervisor _____ (23-38)

Check one:

(39) ☐ 1 Full-time job

☐ 2 Part-time job

(40) ☐ 1 Job related to vocational training

☐ 2 Job not related to vocational training

Have you taken any on-the-job training or an employer-sponsored training program in this job?

YES ☐ NO ☐

DIRECTIONS: 1. If you are presently employed in the same job you held before you enrolled in the training program, complete Part A below, then skip to: V

2. If you started your present job after completion of the training program, skip to: Part B

IV. A. 1. Did the training program increase your ability to do your job duties?

YES ☐ NO ☐

2. Did the training program lead to an increase in your earnings?

YES ☐ NO ☐

3. Did the training program lead to an increase in responsibilities assigned you by your employer?

YES ☐ NO ☐ 17

B. 1. Who was the greatest help to you in securing your first job after completion of the training program? (Check one)

[1] Instructor, or other vocational-technical personnel
[2] Private employment agency
[3] Relatives
[4] State employment agency
[5] Other

	Excellent	Good	Poor
2. How would you rate the service of job placement provided by the instructors?	[1]	[2]	[3]
3. How would you rate the help in making career choices offered by the instructor?	[1]	[2]	[3]

DIRECTIONS: In relation to your experience on the job, please answer all of the following questions concerning the quality of the facilities and equipment associated with the program which you completed. Place an "X" in the appropriate square.

V. CURRICULUM AND EQUIPMENT

	Excellent	Very Good	Adequate	Inadequate	Does not apply
A. How would you rate the skill training you received in your vocational-technical program	[1]	[2]	[3]	[4]	[5]
B. How would you rate your ability to adapt to the equipment used on the job?	[1]	[2]	[3]	[4]	[5]
C. How would you rate the equipment used in your training program (as compared to the equipment used on the job)?	[1]	[2]	[3]	[4]	[5]

THIS SECTION IS TO BE COMPLETED BY ALL

DIRECTIONS: Please answer all of the following questions concerning the quality of instruction and the quality of the school and community services associated with the program which you completed. Place an "X" in the appropriate square.

VI. INSTRUCTION

	Excellent	Good	Poor
A. How would you rate the teaching quality of the instructor in your vocational training program?	[1]	[2]	[3]
B. How would you rate the knowledge the instructor possessed about the subject?	[1]	[2]	[3]
C. How would you rate the extent to which the instructor was up-to-date in the field?	[1]	[2]	[3]
D. How would you rate the interest shown by the instructor in your work progress in your vocational program?	[1]	[2]	[3]
E. How would you rate the interest shown by the instructor in your work and progress after graduation?	[1]	[2]	[3]

VII. A. If you could start all over again, would you choose the same vocational training program?

YES [1] NO [2]

B. How did you learn about the vocational-technical program in which you enrolled?

[1] State Employment Service
[2] Newspaper, TV or Radio
[3] Friends
[4] Relatives
[5] Prospective employers
[6] Other _____ (Please Specify)

OKLAHOMA STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

FRANCIS TUTTLE, DIRECTOR • 1515 WEST SIXTH AVE., • STILLWATER, OKLAHOMA 74074 • A.C. (405) 377-2000

February 12, 1976

Dear Employer:

The Oklahoma State Department of Vocational and Technical Education is constantly striving to improve its training program in order to provide a better service to the employers in Oklahoma. One way to evaluate our progress is to get opinions from employers concerning vocational graduates they employ.

We recently completed a survey of adults who completed part-time training programs in 1974 or 1975. Those who were working in the occupations for which they trained, or became more qualified through the training although did not change jobs, were asked to name their employer. Because this survey was taken last fall, this person may no longer be employed by you.

_____ is one of these adults who has indicated that you are, or have been, her supervisor. We would appreciate your taking a few minutes to answer the enclosed questionnaire. Your responses are completely confidential and will be treated anonymously. Please return the completed questionnaire in the enclosed post-paid envelope by March 5, 1976.

Your cooperation is appreciated.

Sincerely,

Bill Stevenson
Assistant State Director
Head, Division of Research,
Planning and Evaluation

Enclosure

WS/XLX-02/14

EMPLOYEE QUESTIONNAIRE

ALL RESPONSES YOU GIVE WILL BE KEPT STRICTLY CONFIDENTIAL

DIRECTIONS: Would you please complete ALL sections of this form even if the employee no longer works for your firm. When you have completed the form return it in the enclosed return-addressed, stamped envelope. Your responses will in no way affect the employee.

I. PERSONAL INFORMATION

A. Employee Name

B. Indicated Employer

EMPLOYEE PERFORMANCE SURVEY

DIRECTIONS: Please indicate your satisfaction with the employees as compared with other workers in the same work group. If the worker is the only person employed with your firm, compare him with others who have worked in the same position. This information will be kept strictly confidential. Please respond to all questions with a check in the appropriate box.

II. Total number of months employee has been employed by your firm _____.

III. Please rate the employee on the following aspects of employment.

	Above Average	Average	Below Average
1. The quality of employee's work	☐	☐	☐
2. The quantity of employee's work, output of satisfactory amount	☐	☐	☐

IV. How would you rate the employee on each of the following characteristics?

	Above Average	Average	Below Average
1. Willingness to accept responsibility	☐	☐	☐
2. Ability to work without supervision	☐	☐	☐
3. Willingness to learn and improve	☐	☐	☐
4. Cooperation with co-workers	☐	☐	☐
5. Cooperation with management	☐	☐	☐
6. Compliance with company policies, rules, and practices	☐	☐	☐
7. Work attendance	☐	☐	☐

V. How would you rate the overall suitability of this employee?

☐ Excellent ☐ Below average

☐ Good ☐ Unsatisfactory

☐ Average

VI. Are you satisfied with this employee's vocational training?

☐ Yes ☐ No 20

If no, please indicate why._____

_____

APPENDIX III

All 660 of the responding population were asked to complete the questions below. The two questions that included the option "other" include a list of most frequently mentioned answers.

I. Are you presently employed, unemployed or unavailable for employment?

Number of Responses	656	100%
Employed	460	70.1
Unemployed (Actively looking for a job but cannot find one.)	69	10.5
Unavailable for employment		
Continuing Education	42	6.4
Not interested in employment	29	4.4
Illness	9	1.4
Other	47	7.2

II. A. How would you rate the teaching quality of the instructor in your vocational training program?

Number of Responses	649	100%
Excellent	415	63.9
Good	195	30.1
Poor	39	6.0

B. How would you rate the knowledge the instructor possessed about the subject?

Number of Responses	650	100%
Excellent	479	73.7
Good	157	24.2
Poor	14	2.1

C. How would you rate the extent to which the instructor was up-to-date in the field?

Number of Responses	647	100%
Excellent	450	69.6
Good	182	28.1
Poor	15	2.3

D. How would you rate the interest shown by the instructor in your work progress in your vocational program?

Number of Responses	646	100%
Excellent	390	60.4
Good	210	32.5
Poor	46	7.1

E. How would you rate the interest shown by the instructor in your work and progress after graduation?

Number of Responses	550	100%
Excellent	200	36.4
Good	195	35.4
Poor	155	28.2

III. A. If you could start all over again, would you choose the same vocational training program?

Number of Responses	643	100%
YES	544	84.6
NO	99	15.4

B. How did you learn about the vocational-technical program in which you enrolled?

Number of Responses	651	100%
Newspaper, TV or Radio	221	33.9
Friends	174	26.7
Relatives	67	10.3
Prospective employers	28	4.3

State Employment Service	15	2.3
Other (present employer, high school)	146	22.4

The following questions were answered by those respondents that had been employed since completing the course.

Do you have a full-time or part-time job?

Number of Responses	452	100%
Full-time job	365	80.8
Part-time job	87	19.2

Is your job related to your vocational training?

Number of Responses	451	100%
Job related to training	239	53
Job not related to training	212	47

Have you taken any on-the-job training or an employer-sponsored training program in this job?

Number of Responses	433	100%
YES	166	38.3
NO	267	61.7

IV. A. How would you rate the skill training you received in your vocational-technical program?

Number of Responses	509	100%
Excellent	163	32.0
Very Good	196	38.5
Adequate	109	21.4
Inadequate	18	3.5
Does not apply	23	4.5

B. How would you rate your ability to adapt to the equipment used on the job?

Number of Responses	497	100%
Excellent	114	22.9

Very Good	206	41.4
Adequate	95	18.7
Inadequate	6	1.2
Does not apply	76	15.3

C. How would you rate the equipment used in your training program (compared to the equipment used on the job)?

Number of Responses	496	100%
Excellent	138	27.8
Very Good	152	30.6
Adequate	96	19.4
Inadequate	16	3.2
Does not apply	94	19.0

The following three questions were answered only by those completers that had the same job as before the training.

V. A. 1. Did the training program increase your ability to do your job duties?

Number of Responses	261	100%
YES	151	57.9
NO	110	42.1

2. Did the training program lead to an increase in your earnings?

Number of Responses	251	100%
YES	58	23.1
NO	193	76.9

3. Did the training program lead to an increase in responsibilities assigned you by your employer?

Number of Responses	250	100%
YES	73	29.2
NO	177	70.8

The following three questions were answered by completers who took their present job after completing the training program.

B. 1. Who was the greatest help to you in securing your first job after completion of the training program? (Check one)

Number of Responses	203	100%
Instructor, or other vocational-technical personnel	62	30.5
Relatives	25	12.3
State employment agency	29	9.4
Private employment agency	6	3.0
Other (not specified)	91	44.8

2. How would you rate the service of job placement provided by the instructors?

Number of Responses	166	100%
Excellent	53	31.9
Good	68	41.0
Poor	45	27.1

3. How would you rate the help in making career choices offered by the instructor?

Number of Responses	173	100%
Excellent	65	37.6
Good	71	41.0
Poor	37	21.4

The summary of responses of the 125 employers follows. The number of responses for all questions is 125.

VI. 1. The quality of employee's work

Above Average	56	44.8%
Average	61	48.8
Below Average	8	6.4

	2.	The quantity of employee's work, output of satisfactory amount		
		Above Average	51	40.8%
		Average	63	50.4
		Below Average	11	8.8
VII.	1.	Willingness to accept responsibility		
		Above Average	62	49.6%
		Average	49	39.2
		Below Average	14	11.2
	2.	Ability to work without supervision		
		Above Average	54	43.2%
		Average	52	41.6
		Below Average	19	15.2
	3.	Willingness to learn and improve		
		Above Average	77	61.6%
		Average	40	32.0
		Below Average	8	6.4
	4.	Cooperation with co-workers		
		Above Average	70	56.0%
		Average	47	37.6
		Below Average	8	6.4
	5.	Cooperation with management		
		Above Average	76	60.8%
		Average	47	37.6
		Below Average	8	6.4
	6.	Compliance with company policies, rules, and practices		
		Above Average	64	51.2%

	Average	52	41.6
	Below Average	9	7.2
7.	Work attendance		
	Above Average	72	57.6%
	Average	38	30.4
	Below Average	15	12.0
VIII.	How would you rate the overall suitability of this employee?		
	Excellent	49	39.2%
	Good	35	28.0
	Average	30	24.0
	Below average	4	3.2
	Unsatisfactory	7	5.6
IX.	Are you satisfied with this employee's vocational training?		
	YES	133	90.4%
	NO	12	9.6

APPENDIX IV

All of the 180 Health Occupations respondents were asked to complete the questions below.

I. Are you presently employed, unemployed or unavailable for employment?

Number of Responses	180	100%
Employed	107	59.4
Unemployed (Actively looking for a job but cannot find one.)	27	15.0
Unavailable for employment		
Continuing Education	18	10.0
Not interested in employment	5	2.8
Illness	5	2.8
Other (family commitments)	18	10.0

II. A. How would you rate the teaching quality of the instructor in your vocational training program?

Number of Responses	180	100%
Excellent	125	68.9
Good	48	26.7
Poor	8	4.4

B. How would you rate the knowledge the instructor possessed about the subject?

Number of Responses	180	100%
Excellent	150	83.3
Good	26	14.4
Poor	4	2.2

C. How would you rate the extent to which the instructor was up-to-date in the field?

Number of Responses	179	100%

	Excellent	137	76.5
	Good	38	21.2
	Poor	4	2.2

D. How would you rate the interest shown by the instructor in your work progress in your vocational program?

Number of Responses	179	100%
Excellent	126	70.4
Good	45	25.1
Poor	8	4.5

E. How would you rate the interest shown by the instructor in your work and progress after graduation?

Number of Responses	163	100%
Excellent	65	39.9
Good	59	36.2
Poor	39	23.9

III. A. If you could start all over again, would you choose the same vocational training program?

Number of Responses	177	100%
YES	148	83.6
NO	29	16.4

B. How did you learn about the vocational-technical program in which you enrolled?

Number of Responses	180	100%
Newspaper, TV or Radio	45	25.0
Friends	58	32.2
Relatives	26	14.4
Prospective employers	12	6.7
State Employment Service	6	3.3
Other	33	18.3

The following questions were answered by Health Occupations completers that had been employed at least once since completing the training program.

Do you have a full-time or part-time job?

Number of Responses	131	100%
Full-time job	95	72.5
Part-time job	36	27.5

Is your job related to your vocational training?

Number of Responses	131	100%
Job related to training	95	72.5
Job not related to training	36	27.5

Have you taken any on-the-job training or an employer-sponsored training program in this job?

Number of Responses	130	100%
YES	56	43.0
NO	74	57.0

IV. A. How would you rate the skill training you received in your vocational-technical program

Number of Responses	148	100%
Excellent	55	37.2
Very Good	58	39.2
Adequate	29	19.6
Inadequate	4	2.7
Does not apply	2	1.4

B. How would you rate your ability to adapt to the equipment used on the job?

Number of Responses	147	100%
Excellent	36	24.5
Very Good	73	49.7

Adequate	25	17.0
Inadequate	3	2.0
Does not apply	10	6.8

C. How would you rate the equipment used in your training program (as compared to the equipment used on the job)?

Number of Responses	147	100%
Excellent	45	30.6
Very Good	52	35.4
Adequate	28	19.0
Inadequate	8	5.4
Does not apply	14	9.5

The following three questions were answered by thirty-five Health Occupations completers that had the same job after the training as before the training.

V. A. 1. Did the training program increase your ability to do your job duties?

Number of Responses	35	100%
YES	25	71.4
NO	10	28.6

2. Did the training program lead to an increase in your earnings?

Number of Responses	33	100%
YES	10	30.3
NO	23	69.7

3. Did the training program lead to an increase in responsibilities assigned you by your employer?

Number of Responses	33	100%
YES	14	42.4
NO	19	57.6

The following three questions were answered by Health Occupations completers that took jobs after completing training.

B. 1. Who was the greatest help to you in securing your first job after completion of the training program? (Check one)

Number of Responses	100	100%
Instructor, or other vocational-technical personnel	47	47.0
Relatives	12	12.0
State employment agency	5	5.0
Private employment agency	1	1.0
Other	35	35.0

2. How would you rate the service of job placement provided by the instructors?

Number of Responses	91	100%
Excellent	31	34.1
Good	37	40.1
Poor	23	25.3

3. How would you rate the help in making career choices offered by the instructor?

Number of Responses	93	100%
Excellent	36	38.7
Good	39	41.9
Poor	18	19.4

There were fifty-six employers of Health Occupations completers included in the survey.

VI. 1. The quality of employee's work

Above Average	23	41.1%
Average	27	48.2
Below Average	6	10.7

	2.	The quantity of employee's work, output of satisfactory amount		
		Above Average	17	30.3%
		Average	31	55.4
		Below Average	8	14.3
VII.	1.	Willingness to accept responsibility		
		Above Average	20	35.7%
		Average	26	46.4
		Below Average	10	17.9
	2.	Ability to work without supervision		
		Above Average	21	37.5%
		Average	21	37.5
		Below Average	14	25.0
	3.	Willingness to learn and improve		
		Above Average	26	46.4%
		Average	24	42.9
		Below Average	6	10.7
	4.	Cooperation with co-workers		
		Above Average	25	44.6%
		Average	27	48.2
		Below Average	4	7.1
	5.	Cooperation with management		
		Above Average	29	51.8%
		Average	22	39.3
		Below Average	5	8.9
	6.	Compliance with company policies, rules, and practices		
		Above Average	22	39.3%

	Average	27	48.2
	Below Average	7	12.5
7.	Work attendance		
	Above Average	23	41.1%
	Average	21	37.5
	Below Average	12	21.4
VIII.	How would you rate the overall suitability of this employee?		
	Excellent	19	33.9%
	Good	13	23.2
	Average	16	28.6
	Below average	3	5.4
	Unsatisfactory	5	8.9
IX.	Are you satisfied with this employee's vocational training?		
	YES	50	89.3%
	NO	6	10.7

APPENDIX V

All of the 134 respondents that completed the Nurse Assistant Program (in Health Occupations) were to complete the following questions.

I. Are you presently employed, unemployed or unavailable for employment?

Number of Responses	133	100%
Employed	76	56.7
Unemployed (Actively looking for a job but cannot find one.)	21	15.7
Unavailable for employment		
Continuing Education	17	12.7
Not interested in employment	4	3.0
Illness	4	3.0
Other	11	8.2

II. A. How would you rate the teaching quality of the instructor in your vocational training program?

Number of Responses	134	100%
Excellent	93	69.4
Good	38	28.4

B. How would you rate the knowledge the instructor possessed about the subject?

Number of Responses	134	100%
Excellent	112	83.6
Good	21	15.7
Poor	1	0.7

C. How would you rate the extent to which the instructor was up-to-date in the field?

Number of Responses	134	100%
Excellent	99	73.9

	Good	33	24.6
	Poor	2	1.4

D. How would you rate the interest shown by the instructor in your work progress in your vocational program?

Number of Responses	133	100%
Excellent	97	72.9
Good	33	24.8
Poor	3	2.3

E. How would you rate the interest shown by the instructor in your work and progress after graduation?

Number of Responses	125	100%
Excellent	53	42.4
Good	46	36.8
Poor	26	20.8

III. A. If you could start all over again, would you choose the same vocational training program?

Number of Responses	132	100%
YES	113	85.6
NO	19	14.4

B. How did you learn about the vocational-technical program in which you enrolled?

Number of Responses	132	100%
Newspaper, TV or Radio	36	26.9
Friends	44	32.8
Relatives	17	12.7
Prospective employers	9	6.7
State Employment Service	3	2.2
Other	25	18.7

The following questions were answered by Nurse Assistant completers that had been employed at least once since completing the training program.

Do you have a full-time or part-time job?

Number of Responses	97	100%
Full-time job	70	72.2
Part-time job	27	27.8

Is your job related to your vocational training?

Number of Responses	97	100%
Job related to training	74	76.3
Job not related to training	23	23.7

Have you taken any on-the-job training or an employer-sponsored training program in this job?

Number of Responses	96	100%
YES	38	39.6
NO	58	60.4

IV. A. How would you rate the skill training you received in your vocational-technical program?

Number of Responses	112	100%
Excellent	39	34.8
Very Good	46	41.1
Adequate	24	21.4
Inadequate	2	1.8
Does not apply	1	0.9

B. How would you rate your ability to adapt to the equipment used on the job?

Number of Responses	111	100%
Excellent	25	22.5

Very Good	59	53.2
Adequate	20	18.0
Inadequate	2	1.8
Does not apply	5	4.5

C. How would you rate the equipment used in your training program (as compared to the equipment used on the job)?

Number of Responses	111	100%
Excellent	32	28.8
Very Good	41	36.9
Adequate	23	20.7
Inadequate	6	5.4
Does not apply	9	8.1

The following three questions were asked of the sixteen Nurse Assistant completers that had the same job after the training as before.

V. A. 1. Did the training program increase your ability to do your job duties?

Number of Responses	16	100%
YES	14	87.5
NO	2	12.5

2. Did the training program lead to an increase in your earnings?

Number of Responses	15	100%
YES	8	53.3
NO	7	46.7

The following three questions were answered by Nurse Assistant completers that took jobs after completing training.

B. 1. Who was the greatest help to you in securing your first job after completion of the training program? (Check one)

Number of Responses	85	100%
Instructor, or other vocational-technical personnel	41	48.2
Relatives	9	10.6
State employment agency	4	4.7
Private employment agency	1	1.2
Other	30	35.3

2. How would you rate the service of job placement provided by the instructors?

Number of Responses	78	100%
Excellent	27	34.6
Good	33	42.3
Poor	18	23.1

3. How would you rate the help in making career choices offered by the instructor?

Number of Responses	79	100%

	Excellent	30	38.0
	Good	36	45.6
	Poor	13	16.4

There were forty-five employers of Nurse Assistant completers included in the survey.

VI.	1.	The quality of employee's work		
		Above Average	20	44.4%
		Average	22	48.9
		Below Average	3	6.7
	2.	The quantity of employee's work, output of satisfactory amount		
		Above Average	14	31.3%
		Average	25	55.6
		Below Average	6	13.3
VII.	1.	Willingness to accept responsibility		
		Above Average	17	37.8%
		Average	21	46.7
		Below Average	7	15.6
	2.	Ability to work without supervision		
		Above Average	18	40.0%
		Average	17	37.8
		Below Average	10	22.2
	3.	Willingness to learn and improve		
		Above Average	21	46.7%
		Average	21	46.7
		Below Average	3	6.7
	4.	Cooperation with co-workers		
		Above Average	20	44.4%
		Average	22	48.9
		Below Average	3	6.7

5.	Cooperation with management		
	Above Average	25	55.6%
	Average	16	35.6
	Below Average	4	8.9
6.	Compliance with company policies, rules, and practices		
	Above Average	19	42.2%
	Average	22	48.9
	Below Average	4	8.9
7.	Work attendance		
	Above Average	19	42.2%
	Average	17	37.8
	Below Average	9	20.0
VIII.	How would you rate the overall suitability of this employee?		
	Excellent	16	35.6%
	Good	11	24.4
	Average	12	26.7
	Below average	2	4.4
	Unsatisfactory	4	8.9
IX.	Are you satisfied with this employee's vocational training?		
	YES	40	88.9%
	NO	5	11.1

OE 010 462